## Office Memorandum • United States Government

ro :	Chief,	Intelligence So	chool		DATE: 30 J	uly 1957	
FROM :	Chief,	Administrative	Training Facu	lty			
subject :	Weekly	Report No. 31,	24 July - 30	July 1957			25 <b>X</b> 1
enro	1. Ope	erations Support	t #27 started	on 29 July wi	th a first	week s	25X1
ment		dget & Finance H	Procedures #3	started on 29	July with	an enroll-	25 <b>X</b> 1
	3.	ctures in Budget	from the offi & Finance Pr				25X1
							25X1
date Nove and	ative so s are:	the new Summary chedule for Budg 29 July - 9 Aug This schedule ha Training the OTR Registra	get & Finance gust, 3 - 13 S as been given ng Officer for	Procedures ha eptember, 7 - to	s been arra 18 October De	and 12 - 2 eputy SSA/D	22 DS
this was Oper Supp Supp	udgeting with brought ations	or his repres	for their own fo regarding th After explain	personnel. r their recome purpose of ining the obj compare his s Familiariza	mendations. Operations ectives of experiences tion, and t	discuss A questicus Support and Operations in Operations alk with	ed on d 25X1
Offi Offi as 1	7. The cers had ce of Le ong as	e training manua s been completed ogistics and the CI Staff had	d in final for	m, based on c Chief of did not wi content. At	omments mad the CI Staf sh to revie the reques	le by the Cf, w the manust of	al
tne :	manual 1	has been resubmi	lived to the U	TITCE OF POGI	SULCE IOP T	meir ollic	25X1

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concurrence and in turn will be submitted to receipt of these concurrences the manual will be	for same. Upon submitted to Mr. Baird	25X1
for presentation to Mr. Karamessines for discussion submission to the Director of Training for final a	oll stid abbroar perore	25X1
lication.		25 <b>X</b> 1
had several hours disconf WE look of FE Division.	cussion with Messrs. Division and ble background information	on
from the experiences of these case officers.		25 <b>X</b> 1
9. attended the Intelligence Exhibit, Intelligence O	rientation.	25 <b>X</b> 1
10. tour of OCR/DDI.	attended a day long	20/(1
11. The charts and organization of a sample abroad requested from the State Department for us and Administrative Procedures have been received.	e in Operations Support	25X1 25X1
an overseas assignment in September, left our off	is year has taken over a	25 <b>X</b> 1 <b>s</b>
the senior Training Assistant.  office, applied as a replacement for the job left	vacant by hel has been made. This	is
obviously an excellent solution for the Operation	is outpoin faculty.	25 <b>X</b> 1

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